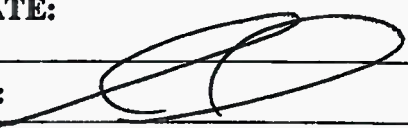


LAS VEGAS POLICE DEPARTMENT	ADMINISTRATION
SUBJECT: <i>Property (Inventory Control)</i>	NUMBER: ADM.26
EFFECTIVE DATE: <i>9 September 2010</i>	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED: 
	Chief of Police Gary Gold
NMMLEPSC STANDARDS: <i>ADM.17.06</i>	NMSA:

I. PURPOSE

The purpose of this policy is to ensure the efficient and effective management of the property function by providing administrative guidance that identifies the responsibilities and investigative processes within the uniform components of the department.

II. POLICY

It is the policy of The Las Vegas Police Department to manage the function of property in an efficient manner by coordinating the efforts of uniform and other components as provided in this policy.

III. APPLICABILITY

This policy is applicable to all sworn and non-sworn employees of The Las Vegas Police Department.

IV. REFERENCES

None

V. DEFINITIONS

A. Property: That which is legally owned by an individual or entity

VI. PROCEDURE

A. Inventory control

Inventory controls are set by the City of Las Vegas and provided for in the City Purchasing Guidelines.

- B. The Inventory Officer is responsible for the completion of a yearly inventory of departmental assets.
- C. In order to maintain current and accurate fiscal records, the Police Financial Specialist (accountant) is the central purchasing agent for the Las Vegas Police Department.
- D. Any requests for purchases made from the Las Vegas Police Department budget will be routed through the requestor's Chain of Command to the Chief of Police.
- E. Any shipments received from the Las Vegas Police Department budget will be routed from the Police financial Specialist to the Commanders who will then distribute them accordingly.
- F. When a newly acquired piece of equipment is received; The Police financial Specialist will make an addition to the inventory. It is issued an inventory number, which aids in keeping complete and accurate records.
- G. Nothing shall be moved to the warehouse without completing the appropriate paperwork.
- H. No city property can be given away or thrown away, even if broken and unusable, without the proper authorization which must be received through the chain of command to the Inventory Officer.

VII. ATTACHMENTS

None